**Student Application Form for Ethical Review of Course-based Research Projects** **Involving Human Participants**

**Instructions:**

Please refer to the Guidelines for Ethical Review of Course-based Research Involving Human Participants. These guidelines and all other forms are available on the Research Ethics Board [website](http://www.algonquincollege.com/research-ethics-board/). It is also recommended that students refer to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022) for guidance to identify ethical issues in the design, conduct and oversight of research. Any questions can be directed to the course faculty member. This form must be submitted to the faculty member as a signed softcopy (electronic copy). Hand written forms will not be accepted. Under no circumstances shall any research with human participants commence prior to receiving approval from your course faculty member. Label all supporting documents that are referenced in the application.

**Annual Reporting:**

Approval of an application will be for the duration of the course. If there are any changes in the research materials, such as target group, surveys, consent forms, etc., the modified documents must be submitted immediately to the faculty member.

**Background Information:**

| **Project Information** | |
| --- | --- |
| Course Name: |  |
| Course Code: |  |
| Faculty Member: |  |
| Term: |  |

| **Student Investigator(s) Information** | | | |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Student Number** | **Algonquin College Email Address** |
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1. **Research Project Information**

Project Title:

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Expected Start Date:

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Expected End Date:

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1. **Summary of Proposed Research Project**

Briefly state the purpose of the research.

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Describe the research methods you intend to use. Please add a copy of the questionnaire(s), surveys, focus group questions, or interview scripts.

*Note: Research must demonstrate respect for the participant, and should be sensitive to the needs and characteristics of the participant(s), such as age, gender, sexuality, ethnicity, culture, religion, disability or social class. Please consider that it is possible some questions may be triggering to participants.*

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1. **Participants Involved in Research**

Describe the characteristics of participants (i.e. age range, gender, institutional affiliation).

*Note: Certain individuals or groups whose circumstances may make them vulnerable in the context of research may need to be afforded special attention in order to be treated justly. This can include Indigenous and Aboriginal persons, children, the elderly, students, women, prisoners, those with mental health issues and those with diminished capacity for self-determination, ethnocultural minorities and those who are institutionalized, and people or groups whose circumstances cause them to be vulnerable or marginalized. If these populations are being targeted, please consult with your faculty member. You may be required to submit a full application to the Algonquin College Research Ethics Board.*

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Describe how the participants will be recruited. Attach recruitment notice, letter, or poster if applicable.

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The relationship between investigator(s) and participant(s) (e.g. student peers, relatives, no relationship).

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Will participants be compensated for their participation? If so, how?

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1. **Risks Associated with Proposed Research**

Are there physical risks for the participants? (is there any chance a person might get physically injured?)

☐ Yes

☐ No

Are there any psychological risks? (might a participant feel demeaned, embarrassed, worried or upset? could participants be fatigued or stressed?)

☐ Yes

☐ No

Are there any social risks? (possible loss of status, privacy and/or reputation?)

☐ Yes

☐ No

Are the overall risks greater to those encountered by participants in everyday life?

☐ Yes

☐ No

If the answer is Yes to any of the questions, please consult with your faculty member. You may be required to submit a full application to the Algonquin College Research Ethics Board.

1. **Benefits of Proposed Research**

What are the likely benefits to the student researcher, the participants, the scientific community, and/or society that would justify asking the participants to participate?

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1. **Plan for Obtaining Informed Consent**

Attach any consent forms that participants are required to complete. If there will not be a consent form, explain why not. (We advise looking at the Algonquin College Research Ethics Board website for consent form requirements).

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Are participants competent and able to understand and consent to participate in research? If **not**, describe the alternate source of consent. **If consent cannot be obtained, you will be required to submit a full application to the Algonquin College Research Ethics Board.**

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Do participants have the right to withdraw at any time during the research project?

Yes

No (if No, please explain below)

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What procedures will be followed for participants who wish to withdraw at any point (i.e. will data be destroyed).

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1. **Ensuring Confidentiality of Data**

Explain the steps that will be taken to ensure confidentiality of the data (e.g. participants’ names will not be recorded; participants will be referred to by initials or other code). **Confidential** refers toInformation revealed by participants holds the expectation of privacy (this means that all data collected will not be shared with anyone except the researchers listed in this application).

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Where will the anonymous/anonymized data be stored, and who will supervise access to the data? (**Anonymous data** isinformation that never had identifiers associated with it and the risk of identification is very low. **Anonymized data** is when information is irrevocably stripped of direct identifiers, a code is not kept to allow future re-linkage, and risk of re-identification of individuals from remaining indirect identifiers is low or very low.)

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Explain how and when you intend to destroy the participants’ data?

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1. **Participants’ Debriefing**

Will the participants be debriefed fully at the end of the research project? If **Yes**, explain how this will be done. If **No**, explain why not.

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If participants are interested in the results of the study, will these be available?

No

Yes (if Yes, please explain below)

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**Signatures:**

As student(s) of this course, I (we) have read the *Guidelines for Ethical Review of Course-based Research Involving Human Participants* and I (we) agree to comply with the requirements of those guidelines.

In submitting this form, I certify that the information provided accurately describes how the research will be conducted. Please note, you answered Yes to any of the questions within question 4, the application cannot be considered for course-based research and must be submitted to REB for full board review. Please refer to the Algonquin College’s Research Ethic Board and follow the directions for submission

of REB.

I (We) agree to notify my (our) faculty member immediately if an untoward or adverse event occurs in the conduct of the course-based research, or if data analysis or other review reveals undesirable outcomes for the participant(s).

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| --- | --- | --- | --- |
| Student signature: |  | Date: |  |
| Student signature: |  | Date: |  |
| Student signature: |  | Date: |  |
| Student signature: |  | Date: |  |

**Required Documents:**

Students must provide the faculty member with information pertaining to each of the following:

* A full description of all data collection procedures and instruments (copies of any instruments such as questionnaires and surveys must be provided for the instructor’s approval);
* A copy of the informed consent form, that will be read and signed by each of the participants (see [checklist](https://www.algonquincollege.com/research-ethics-board/files/2018/01/REB-Information-Letter-and-Consent-Form-Checklist.docx));
* A copy of each student investigator’s [TCPS 2 CORE](https://tcps2core.ca/welcome) certificate
* Other relevant material *(please list)*: